



NASA is preparing to roll out the Electronic Official Personnel Folder (eOPF) system Agency-wide to all civil servants. eOPF is an online version of your paper OPF, documenting your civil service employment history in an easily accessible and searchable format.

NASA's Office of Human Capital Management (OHCM), in cooperation with the Office of Personnel Management (OPM), is responsible for implementing this initiative for the Agency.

OPM is the official owner of your OPF, and NASA OHCM is the authorized folder custodian. With the deployment of eOPF, established record keeping standards will be followed Government-wide improving consistency and promoting efficient and effective maintenance and transfer of personnel records.

eOPF provides new capabilities and benefits that were not available with traditional paper folders.

- **Easy Online Access**

Your eOPF is available digitally over the Internet. You no longer have to find time to go to OHCM to review your OPF.

- **Improved Security**

Your eOPF is actually safer than a hard copy. The system has multiple security layers, encryption, and automatically feeds new actions into your eOPF. Document loss, misfiling, or maintenance errors are much less likely.

- **Automatic Notification of Personnel Actions**

When a new personnel action is placed in your eOPF, you are sent an automatic email letting you know that an action has been added. No waiting for a hard copy to be routed.

- **Transfer of eOPF to Another Center or Agency**

Transfer of your eOPF from Center to Center or agency to agency has never been easier. What used to take days now happens in minutes. Your eOPF is transferred electronically to another Center or any agency using eOPF.

eOPF will be administered as part of the Agency's Human Capital Information Environment (HCIE), an application to transform and improve the way you review your HR benefits. If you have questions about eOPF or the location of any of your personnel documents, please contact Langley's eOPF Project Lead, Lisa Etheridge at 47614.

Thank you in advance for your cooperation and support in this important initiative.

Leah Meisel
Director, Office of Human Capital Management